

Appendix B

SUGGESTED STANDING OPERATING PROCEDURE (SOP) FORMAT

HEADING

The heading should contain—

- a. Designation.
- b. Location or mailing address.
- c. Date of issue.
- d. Number.
- e. Title (Standing Operating Procedure).

BODY

The body should contain brief but comprehensive instructions relating to each of the following, when applicable:

- a. General.
 - (1) Subject.
 - (2) References.
 - (3) Purpose and scope.
 - (4) Definitions, when necessary.
 - (5) Mission.
 - (6) Assignment.
 - (7) Capabilities.
 - (8) Organization.
- b. Command.
 - (1) Command post.
 - (2) Liaison officers.
 - (3) Procedure guides.
 - (4) Orders.
 - (5) Intelligence

c. Security and Defense.

- (1) Plan.
- (2) Conduct.
- (3) Responsibilities.
- (4) Measures.
- (5) Weapons.
- (6) Mines and boobytraps.
- (7) Air and ground attack.
- (8) Rear area operations.
- (9) Reconnaissance.
- (10) Foxholes.
- (11) Patrols.

d. Movements.

- (1) Order of march.
- (2) Distances between vehicles.
- (3) Maximum speeds day and night, depending on road conditions.
- (4) Reconnaissance.
- (5) Feeding.
- (6) Refueling.
- (7) Halts.
- (8) Air and ground protection.
- (9) NBC protection.
- (10) Night movement.
- (11) Guides.
- (12) Vehicle identification.
- (13) Control officer.
- (14) Trail officer.

(15) Loading.

(16) Communications during march.

e. Personnel.

(1) Military justice.

(2) Strength reports.

(3) Decorations and citations.

(4) Prisoners of war.

(5) Casualties.

f. Unit Administration.

(1) Office management.

(2) Field kitchen operations.

(3) Unit supply.

(4) Unit maintenance.

(5) Safety management.

g. Training.

(1) General.

(2) Responsibilities.

(3) Objectives.

(4) Directives.

(5) Phases.

(6) Equipment.

(7) Schools.

(8) On-the job training.

(9) Records and reports.

ENDING

The ending of a typical SOP should contain—

a. Unit commander's signature.

- b. List of enclosures or annexes.
- c. Distribution.
- d. Authentication, if applicable.